



King County

Invites Applications for the Position of:

Clerk Administrative Specialist

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 05/20/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 06/03/16 04:30 PM (GMT -8:00)

SALARY: \$22.44 - \$28.44 Hourly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2016JF05827

SUMMARY:

The Department of Judicial Administration (DJA), also known as the Superior Court Clerk's Office, is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA performs a variety of services for the Court, litigants and the general public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

DJA is seeking a clerk who enjoys working on a variety of tasks, can switch gears at a moment's notice, works effectively with people from diverse backgrounds and can work independently.

This recruitment is being used to establish a list that will be used for approximately 6 months to fill the immediate and future vacancies in the Legal Administrative Specialist III classification, both temporary and permanent positions.

WHO MAY APPLY: This position is open to all qualified King County employees and the general public; preference will be given in that order. DJA values diverse perspectives and life experiences and encourages people of all backgrounds to apply.

REQUIRED MATERIALS:**King County Application Form****Responses to Supplemental Questionnaire****Resume**

Letter of Interest detailing your background and describing how you meet or exceed the requirements listed in this job announcement. Your letter of interest will be used to rate your writing skills.

Resume and Letter of interest can either be attached or in text form as part of the application.

WORK LOCATION: These positions may be based at the King County Courthouse, 516 3rd Ave, Room E609, Seattle, WA; Maleng Regional Justice Center located at 401 4th Ave N Room 2C, Kent, WA; or the Juvenile Clerk's Office located at 1211 East Alder St., Seattle, WA.

WORK SCHEDULE: This position is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally 8:00 a.m. – 5:00 p.m., Monday through Friday.

CONTACT INFORMATION: Please direct questions about this position to Denise Millard at 206 477-0830. If you have questions about the recruitment process please direct those to Joy Fernandes at 206 477-0774.

JOB DUTIES: The Legal Administrative Specialist III position is the third level of a three-level classification series. This position will provide clerical, customer service, administrative support and courtroom clerk coverage throughout the Clerk's Office. The person selected for this position will be assigned a variety of tasks including but not limited to those listed below:

- Accurately process court documents
- Process and maintain court minutes of proceedings and exhibits
- Provide excellent customer service to inquiries in person, over the phone, and in writing.
- Assist customers with automated applications used by the courts and the clerk's office
- Public speaking including oath administration, polling juries and verdict announcement
- Coordinate several overlapping responsibilities under time pressure with extreme accuracy

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Minimum two years of experience OR any equivalent combination of education and experience which provides the applicant with the desired skills, knowledge and ability required to perform the work.

- General office experience performing a variety of complex duties of moderate difficulty, in positions which involved independent judgment and extensive knowledge of policies, procedures and responsibilities of an office.
- Dealing with ambiguity: ability to effectively cope with change; is not upset when things are up in the air; can shift tasks and work environment comfortably.
- Able to learn quickly when facing new challenges: open to change; enjoy challenge of unfamiliar tasks; experiments and open to finding new solutions using good judgment and quality decision making.
- Skilled in attentive and active listening: has patience to hear out others

- Skilled team player: who is cooperative; encourages collaboration; can solve problems with peers; can represent one's own interests while being fair to others
- Ability to make good decisions based upon a mixture of analysis, wisdom and judgment.
- Ability to use time management self-direction, resources and tools to complete multiple tasks simultaneously with extreme accuracy, while establishing priorities.
- Ability to organize work priorities and find solutions to difficult or complex issues.
- Ability to be flexible and adapt to last minute assignment changes.
- Excellent customer service skills and the ability to maintain a professional demeanor and composure at all times.
- Demonstrated ability in working with diverse cultural and socio-economic populations.
- Understands the importance of integrity, trust and confidentiality in the legal process and accountability in the workplace.

Desirable:

Knowledge of legal terminology or demonstrated ability and experience learning other professional terminology.

NECESSARY SPECIAL REQUIREMENTS:

This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing, and complete reference checks.

DJA relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.

SUPPLEMENTAL INFORMATION:

RECRUITMENT PROCESS: Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge, and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

No felony convictions in the last ten years.

UNION MEMBERSHIP: Positions in this classification are represented by Local PSEU.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Clerk Administrative Specialist Supplemental Questionnaire

- * 1. Do you have two years' experience or combination of college education and experience meeting qualifications of the position.
☐Yes ☐No
- * 2. Describe the skills that you have from your experience/education.
- * 3. Describe your experience working in a professional work environment with little or no direct supervision.
- * 4. How many years of experience do you have working in a collaborative team setting.
☐ One year or less
☐ Two years to three years
☐ Four years to five years
☐ Six years or more
- * 5. Please describe your experience working in a collaborative team setting and give us an example.
- * 6. Please check all boxes that apply to your previous work experience.
☐ Complex office skills
☐ Processing documents
☐ Accounting
☐ Data entry
☐ Customer Service
☐ Technical Skills
☐ Cash handling
☐ Legal terminology/previous legal experience
☐ Records management
☐ None of the above
- * 7. Please describe your work experience relating to the question # 6 above.
- * 8. Describe your computer skills and the programs you are most comfortable using.
- * 9. Please describe your ability to be flexible and learn quickly. Give us an example that shows your ability to be flexible in the work place and learn something new.
- * 10. The Department of Judicial Administration (DJA) and King County are actively engaged in Equity and Social Justice Awareness (ESJ). ESJ is not only about gender, race, or culture. ESJ is about equitable opportunities for our employees, our customers accessing services and employment opportunities, regardless of their social, economic or cultural background to name a few. ESJ is embedded in our values here at DJA and King County. Describe your experience working with a diverse customer base or developing work relationships where ESJ was applied and what you liked the most about your experience.
- * 11. Please indicate which work location or locations that you prefer. Please select all the options that apply.
☐ King County Courthouse, 516 3rd Ave, Seattle
☐ Maleng Regional Justice Center, 401 4th Ave N, Kent
☐ 1211 East Alder St, Seattle

* 12. I have completed and attached the following. Please check all boxes that apply.

- ☐ Completed King County Application form
- ☐ Responded to all supplemental questions
- ☐ Letter of Interest
- ☐ Resume

* Required Question